

funded. And, at the end of a staff member's employment with the University, they would be paid for those days remaining. In the TERS system any sick leave days are turned into retirement.

C. President's Report - D. Lynch

A report was attached to the agenda. Don indicated that one item that is outdated is the strike. Don deferred his time to John Craven who is the new spokesperson for the Faculty Alliance. The Alliance is a coordinating group of members from the UAF Faculty Senate, UAA Faculty Senate, and the UAS Faculty Council. Each campus is entitled to three representatives. It is a conduit for information from statewide to the three senates. It is also suppose to work the other way and once in a while they do pay attend to what the three senates tell them

D. President-Elect's Comments - J. Craven

A report was attached to the agenda. The following was distributed as a handout at the Senate meeting.

Report by John Craven, President Elect and Chair of the Administrative Committee

1. Committee. A theme you will hear from me in my year as president of the Faculty Senate is that I consider the committee system to be the heart of the Senate and that it is the chairs of the committees who accept the responsibility for guiding the work of the committees. A lack of leadership by a committee chair reduces or ends the committee's effectiveness. The chair of a committee is meant to lead the committee and contribute to the Senate, not use the position of chair for other, more personal ends. I continue to be impressed by the hard work of many of our committees and the outstanding contributions they have made this year, and I personally thank them for their work. I strongly urge you to think about this and your obligations as we approach the end of this year's activities and begin putting together next year's committees.

2. Student Recruiting. After meeting with Sai chi Oba, Director of Admissions, polling members of the administrative committee, and seeking information from others, I have send my observations on student recruiting to the Director of Admissions. I fear I have sent my comments at the time of greatest activity in the Admissions Office, but do expect a reply in the near future. The most important of my observations is that there does not appear to be a mechanism in place to follow-up on applications that do not indicate a potential major area of concentration.

contributions to the BANNER work. First, Kara Nance has graciously agreed to be part of the UA Statewide Banner Web implementation team to evaluate, select and help implement web products from SCT Banner Corporation; specifically a student product and a faculty product. In addition, the team will evaluate a kiosk vendor and other web-based add-ons. Faculty could then input their own grades and look at their students' records over the web. (I presume we can check here for prerequisites.) The student product would allow students to register for classes, look up their billing data and they may even be able to pay for courses over the web. Dana Thomas and Ann Tremarello are on this Banner team as are faculty members from UAA and UAS. An even newer request will result in a member of our faculty joining the UA Statewide team concerned with faculty work load data. Don Lynch has attended several of their meetings to understand the objectives. Statewide has gotten the impression that the UA faculty are not happy with the lack of faculty participation, so they have asked for comments by the Alliance. UAA has a faculty member on the team and the UAS faculty is content with their non-faculty representatives. The Alliance moved to select a UAF member for that team. We are looking for an interested faculty member willing to participate over the summer. Don Lynch will make the selection. The head of UA Office of Institutional Research has announced that the UA Faculty Load Reports are now online. You can see how UA views you in terms of FTE assignments to restricted and unrestricted budgets for instruction, research, etc. and find listings of what courses UA thinks you taught in the fall '96 semester. I encourage you to sample these files by looking at <http://info.alaska.edu/UA/OIR/Faculty/webexp.html> but be certain you have lots of computer memory. Call me if you have trouble with the address. You could start with the first part of the addresses (<http://info.alaska.edu>) and press on from there to Institutional Research. The description accompanying these materials (copied from the Web files) is given below. It is important to know when reading the files, that an undergraduate FTE is defined as 15 hours and it is 12 hours for a graduate student. The on-line description of the files is as follows:

Attached for your review are two reports detailing information used to calculate the University of Alaska Regular Faculty Instructional Productivity. The information was gathered from the UA Human Resource Information System (November 1, 1996 extract) and the Student Information System (Fall 1996 Official Closing Extract, January 25, 1997).

The first report, Budgeted Faculty FTE by Department - Fall 1996, details the budgeted faculty full-time equivalent (FTE) by department, program category and funding source. The program categories are Instruction, Research, Public Service, and Other. The program category Other contains Institutional Support, Academic Support, Student Services, and Maintenance. Each of the program categories is broken down by funding source - restricted or unrestricted current funds.

The second report, Course Sections by Faculty and Department - Fall 1996, shows the faculty by their budgeted department with the course sections each taught during Fall 1996. The corresponding student FTE for the course section is also shown. If a faculty is budgeted in only one department all course sections apply to the instructional productivity for that faculty in that department regardless if the courses are controlled/offered by another department. Course sections taught outside of the faculty's school and paid for on an overload basis do not apply to the instructional productivity of the faculty in his/her regular department. If a faculty is budgeted in two departments and teaches courses in both departments the course sections apply to the instructional

productivity in the department controlling the course section. If a faculty is budgeted in two departments and teaching courses controlled/offered by a third department, the course sections apply to the instructional productivity of the faculty in departments he/she is budgeted, proportionally to the budgeted faculty FTE.

Don indicated that any questions and comments on the Banner system can be directed to Abe Baggan at Statewide. Jack Keating indicated that it was very important for faculty to be on this work team. Hans Nielsen agreed to be the UAF faculty member on the Banner Work Load team.

Jerry McBeath commented that there is an Advising Center in charge of the undeclared majors. It is headed by a full-time staff member and a stable of faculty members. They might be involved in positive recruiting efforts for undeclared majors. John indicated that we need to aggressively contact potential students and not passively wait for them to come to us.

V Public Comments/Questions - none

VI New Business

A. Election of the 1997-98 UAF Faculty Senate President-Elect

Don asked if there were any additional nominations. Nominations were closed. Ballots were passed out and collected during the break. Results were tallied and the following resolution was passed confirming Madeline Schatz as the new President-Elect.

B. Resolution to ratify election of 1997-98 UAF Faculty Senate President-Elect

RESOLUTION PASSED
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BE IT RESOLVED, That the UAF Faculty Senate ratifies the election of President-Elect on the basis of the following ballot.

BALLOT
PRESIDENT-ELECT

Please vote for ONE individual to serve as the President-Elect of the UAF Faculty Senate for 1997-98.

Maynard Perkins, Associate Professor
General Studies/Northwest Campus

No one spoke against the motion; it passed unanimously.

MOTION PASSED

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The UAF Faculty Senate moves to add the following to the list for Transfer of Credit on page 11 of the UAF catalog:

- 10. Any student who has completed a bachelor's degree from an accredited institution will be considered to have completed the equivalent of the baccalaureate core when officially accepted to an undergraduate degree program at UAF.

EFFECTIVE: Fall 1997

RATIONALE: This motion addresses baccalaureate CORE courses only. The motion accepts students' baccalaureate degrees as meeting the UAF baccalaureate core requirement. The student could be re-enrolling into the UAF system after having completed a baccalaureate degree at UAF in the past (when possibly the core requirement was different), or the student could be enrolling from another institution. Because of the core transfer policy there are actually few courses that students would not be able to transfer. Because of the transfer policy there are actually few courses that students would not be able to transfer.

E. Motion to approve walk through requirements for graduate students, submitted by Graduate Curricular Affairs

Mark Tumeo indicated that this motion passed through their committee unanimously. There have been several questions brought forward about students who have not completed the graduation requirements but want to walk through graduation as a ceremony. This has come out of a Wildlife and Biology graduate student group. Their concern is they tend to graduate in the summer or finish their degree requirements in the summer or fall and go get jobs and don't come back for graduation. They would like to go through the ceremony. Two years ago the Senate passed a motion making it very clear that the graduation ceremony is only for those who have essentially completed their requirements. It is clear for the undergraduates and there has been a lot of discussion about what essentially completed means for graduates. The committee discussed this for a while, and this is the complete definition they came up with. The motion passed unanimously.

MOTION PASSED

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The UAF Faculty Senate moves to clarify walk through requirements for graduate students as follows:

To meet the definition of having "essentially completed all degree requirements" (current policy) to "walk through" graduation ceremonies, a student must have meet the following requirements:

- a. successfully completed all required tests, course work and thesis/project defense; and
- b. submitted to the Graduate School by the date set for filing a thesis/dissertation in Spring Semester, a memorandum signed by the student and the major advisor certifying that the student is essentially completed the graduate degree, and that all required signatures will be obtained and the thesis, project or dissertation filed by the last day of instruction. If the student is a Ph.D. candidate, the major advisor or designated committee member must also agree to participate in the graduation ceremonies; and
- c. filed a copy of the required project/thesis/dissertation with the Graduate School with all required signatures, by the last day of instruction in Spring Semester; and
- d. for Ph.D. candidates, filed a 50 word abstract of the dissertation research along with the signed dissertation.

NOTE: Individuals who "walk through" graduation ceremonies will NOT be listed in the graduation program. These students names, and if Ph.D. recipients, descriptions of dissertation research, will appear in the program of the academic year in which the Degree is formally granted.

EFFECTIVE: Upon Chancellor's Approval

RATIONALE: Dana Thomas requested the Committee review the current policy and clarify the meaning of "essentially complete". The above definition ensures that the student has "essentially completed" the degree requirements and therefore should be

F. Motion to approve minimum requirements for Master's Degrees, submitted by Graduate Curricular Affairs

Mark Tumeo indicated that this motion has been deliberated and developed by the Graduate Curricular Affairs committee since the very first meeting back in September. There have been several different drafts and it has been distributed widely across campus. After a lot of deliberated the committee feels they have consensus across the campus, including the serious concerns that were raised by Music, Northern Studies, and Electrical Engineering. Rather than trying to mince out differences between the degrees, they would make the requirement of 30 credits minimum for all masters degrees. To answer some of the concerns about project that get lost, they have required that projects also be archived in the library. The motion passed unanimously.

MOTION PASSED

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The UAF Faculty Senate moves to approve the minimum requirements for Master's Degrees shall be as follows:

For all Master's Degree Programs, the following must be met:

- a. Submit a Graduate Study Plan (GSP) and an Appointment of Committee Form to the Graduate School by the end of the second semester in attendance.
- b. Be registered for at least 6 credits per year (fall, spring, and summer combined), or have an approved leave of absence form on file.
- c. Submit an Advancement to Candidacy form to the Graduate School. Once submitted, this form supplants the GSP and serves to formally establish specific degree requirements.
- d. Submit an application for graduation and be registered for at least 3 graduate credits in the semester in which the degree is to be awarded; and
- e. Complete all degree requirements within the 7-year time limit allowed.

Furthermore, the following additional requirements are the minimum requirements for Master's Degrees:

For a Master's of Science or Master's of Arts Degree - with thesis

Successfully complete at least 30 credits of course work including at least 6 credits of thesis (699). (No more than 12 thesis/research (699/698) credits may be counted towards the minimum degree credits).

At least 24 credits must be at the 600 or above, except for a Master's of Arts in Music, which must have at least 21 credits at the 600 level or above.

Pass a written and/or oral comprehensive exam (may be combined with the thesis defense).

I. Motion to amend bylaws to delete Legislative and Fiscal Affairs Committee First Reading, submitted by Legislative and Fiscal Affairs

Don indicated that this motion was submitted by Legislative & Fiscal Affairs Committee for a first reading and will be acted upon at the next Senate meeting.

J. Motion to approve "Junior Standing" as a prerequisites for core ethics courses, submitted by Core Review

Jin Brown indicated that this motion would make the prerequisite for all four of the core curriculum ethics courses be the same. There are two reasons for this: first, we want students to have access to all the courses equally; and secondly, in the process of preparing student learning outcome assessment we have asked each of the four departments to coordinate the assessment process. All four department heads have approved this prerequisite. Jerry McBeath introduced an amendment to the motion to add completion of two courses in the Perspectives on the Human Condition are recommended. Jerry has taught the PS 300X for four years and he finds that students who are juniors and have not taken previous courses in the core curriculum are at a distinct disadvantage. This course was designed as an upper division course and students ought to have completed most of the core requirements. The amendment passed with a vote of 15 ayes, 5 nays, and 2 abstentions. The motion passed as amended unanimously.

MOTION PASSED AS AMENDED
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The UAF Faculty Senate moves to approve the following prerequisite for all core ethics courses in the Perspective on the Human Condition: "Junior standing; completion of two courses in the Perspectives on the Human Condition recommended but not required."

EFFECTIVE: Fall 1997

RATIONALE: Upon consensus among Political Science, Philosophy, Natural Resources Management, and Communication, Junior Standing will be the prerequisite for all the ethics courses. Requiring the same prerequisite will enable students to have equal access to all these courses.

K. Motion on affiliate faculty, submitted by Faculty & Scholarly Affairs

Don indicated that he had received a request from a dean asking when is an individual permitted to vote in a department head election. After careful research into the existing rules and regulations and the minutes of the meetings in which department head functions were discussed, it was determined that there was no definition of when a faculty member is affiliated with a department and therefore can vote. Don also indicated that the Senate six years ago, debated very extensively the question: should a person be allowed to vote in two departments when they have a split

appointment. And the answer they came up with was yes. Gordon Hedahl asked for clarification for part-time faculty. John Craven indicated that when the policy was written in 1990 it stated that a faculty member must be a full-time employee. After more discussion the motion passed with 1 nay vote.

MOTION PASSED

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The UAF Faculty Senate moves to amend the Department Head Policy to clarify department affiliated faculty members' eligible to vote for department head as follows:

A full-time faculty member currently holding academic rank is affiliated with a department if:

No report was available.

J. Service Committee - Kara Nance

No report was available.

K.